




**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

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DAAS Administrative Letter No. 06-18

To: Area Agencies on Aging and Senior Center Personnel
From: Dennis Streets, Division Director 
Subject: Updated Policy-Senior Center Certification, Senior Center Definitions, including "Satellites" and "Developing Centers"
Date: November 28, 2006

The purpose of this letter is to provide a review of the certification funding process and the definitions of specific types of senior centers that may be relevant to this process. It also authorizes a one-time waiver process for certain "developing centers" to receive General Purpose funding for an additional year during FY '07-08 (p. 4). **This letter supersedes the DOA Administrative Letter No. 01-5 dated April 24, 2001.**

Certification Background

During 1998 the Division of Aging, with the assistance of a statewide task force, developed two senior center models, the Center of Merit and the Center of Excellence. From these models a set of criteria was developed and incorporated into the 1999-2003 State Aging Plan. These criteria served as the basis from which the *Senior Center Operations and Program Evaluation* (SCOPE) tool and scoring guide were developed. In August 1999 two centers in Chatham and Rowan counties served as pilots for the certification process and became the first two Centers of Excellence in North Carolina.

Senior Center Funding Sources

The Division of Aging and Adult Services provides the following senior center funding:

- Senior Center Operations (HCCBG funds)
- Senior Center Development (capital improvement, construction, and renovations). *Please note this is not currently funded.*
- Senior Center Outreach (state funds)
- Senior Center General Purpose Funding (state funds)

Because legislation for some of the above programs and funding was written at different times and for different purposes, the standards, qualifications, assurances, criteria and definitions for each of these efforts are separate and do not necessarily complement each other. This letter unifies several senior center definitions and criteria.

General Purpose Funding in Relation to Senior Center Certification

Originally General Purpose funding was awarded equally to all multi-purpose centers, satellites and developing centers identified by Area Agencies on Aging (AAAs).

With the development of the senior center certification process, the legislature permitted the Division to award a larger portion of General Purpose funding to senior centers that attained certification at the levels of Merit or Excellence. This funding is allocated on a formula based on shares. Uncertified centers receive one share, Centers of Merit receive two shares and Centers of Excellence three shares. These shares for certified centers are available only to the “main” multi-purpose senior center. Any satellite(s) of these centers receive only one share per satellite. The “main” center and its satellite(s) represent a *senior center network*.

Definition of a *Multi-Purpose Senior Center*

A multi-purpose senior center (MPSC) is a community facility designed for the organization and provision of a broad spectrum of services and activities to those 60 years of age or older. These services and activities must provide, either directly or through linkages, the following minimum services: outreach, information and referral, health promotion, social, nutritional, and volunteer opportunities, recreational activities, counseling (tax, legal, insurance, etc.) and transportation. A MPSC must be open at least 40 hours per week, except holidays and inclement weather, and must maintain regular hours.

A MPSC must be a minimum of 4,000 square feet with at least 3,200 square feet devoted to senior center activities.

It must be staffed by a full-time paid Director. The Director must begin the Senior Center Management Training offered by the Division during the first year of his/her employment. All MPSC program staff shall receive annual training in at least two of the following areas: first aid, emergency response, CPR, death and dying, Alzheimer’s disease or dementia, blood borne pathogens, HIV/AIDS or aging related topics or subject matter.

Additional requirements of a multi-purpose senior center may be found in the Senior Center Operations Standards.

Definition of a *Senior Center Network*

A senior center network is a group or system of community facilities linked administratively to a multi-purpose senior center for the organization and provision of a broad spectrum of services for older individuals. Typically, a senior center network consists of a “main” center and one or more satellite centers or developing centers. Satellites and developing centers supplement the multi-purpose senior center by extending services and activities into other areas of the community so that more older adults can be served. (See definitions in this letter for “satellite center” and “developing center.”)

Satellites and Developing Centers

For the purpose of receiving General Purpose funding, the Area Agency on Aging must designate a center as either a *multi-purpose center*, *satellite center* or *developing center*. Once designated by the AAA, the center is listed in the Senior Center Directory prepared by the Division of Aging and Adult Services. The Senior Center Directory is available on the Division’s website: <http://www.dhhs.state.nc.us/aging/home.htm>.

Any programs which are not currently listed in the Senior Center Directory at the time of application for certification are not recognized as satellite centers or developing centers and therefore are not to be included in Section VII, “Satellites” in the SCOPE tool. Such programs also are not eligible for General Purpose funding.

Satellite centers that meet the definition included in the next section of this letter may be included in Section VII, “Satellites” in the SCOPE tool. The physical space and programs of satellite centers may be counted for up to 25% of the minimum requirements for the multi-purpose senior center or “main” center that is undergoing certification; however, if certification is achieved it only applies to the multi-purpose senior center. Its satellites would not be individually certified nor would they receive extra shares of funding. They would simply be a part of the *senior center network* within that county.

Definition of a Satellite Senior Center for the Certification Process

A satellite senior center is an extension of a multi-purpose senior center and must be opened at least three days per week for a minimum of 24 hours and must be linked administratively to a multi-purpose senior center. Satellites must make use of appropriate facilities for its program. Such facilities must be designed, located, constructed or renovated and equipped so as to promote effective access to and operation of its program and to provide for the health, safety and comfort of participants, staff and public. Facilities may be free standing or located in a larger facility with an area designated for senior center programming during specified hours.

It must be staffed by a trained and paid senior center manager who is capable of implementing programs during the hours that the satellite center is in operation. The manager must be available during the hours of operation of the satellite center and must be under the supervision of the multi-purpose senior center Director. This position may not be made up of several part-time positions. The manager must have a written job description. Each employee must attend a minimum of eight hours of training on an annual basis and must have received training in at least one of the following topics each year: first aid, emergency response, CPR, death and dying, Alzheimer's disease or dementia, blood borne pathogens, HIV/AIDS, aging related topics, management and supervision, or training specific to job responsibilities.

The center must offer at least two ongoing outreach activities, two annual events and five programs and/or activities on a weekly basis, not to include nutrition (if a nutrition program is offered it is not to be included as one of the five programs and/or activities). There must be a written plan for transportation of participants. A list of activities and the hours they are offered must be posted within the facility. A minimum of two volunteers over the age of 60 must be utilized, with a written plan in place describing the duties of the volunteers. A representative from the satellite center over 60 years of age must be on the board or advisory committee of the multi-purpose senior center in an ex-officio position. At least 80 percent of the facility space must be used for satellite center activities and the remaining 20 percent may be used for office space.

Definition of Developing Senior Center for General Purpose Funding

The term "developing center" refers to the temporary status of a newly-established center that is working towards becoming a multi-purpose center or a satellite center. *A developing senior center must be open at least 16 hours per week. The center must offer at least one ongoing outreach activity, one annual event and three different programs and/or activities on a weekly basis during the days it is open, not to include nutrition (if a nutrition program is offered it is not to be included as one of the three programs and/or activities). There must be a paid or volunteer coordinator available at the site during the hours that it is open.*

The coordinator must have a written job description. Each employee must attend a minimum of six hours of training on an annual basis and must have received training in at least one of the following topics each year: first aid, emergency response, CPR, death and dying, Alzheimer's disease or dementia, blood borne pathogens, HIV/AIDS, aging related topics, management and supervision, or training specific to job responsibilities.

Annual Requirements for Developing Centers to Continue Receiving Funding

By April 30th, prior to each annual funding cycle (July 1-June 30), a developing senior center must submit a plan to the Area Agency on Aging outlining the steps it will take during the fiscal year to become either a satellite center or a multi-purpose senior center within three years of its initial designation as a developing center. The annual plan must also include a report of accomplishments based on the preceding year's plan. If the center has not reached the status of either a satellite or multi-purpose center within three years it will be removed from the Senior Center Directory and become ineligible for General Purpose funding.

Developing Centers Waiver for FY 2007-2008

Due to changes in the past several years among Area Agency on Aging directors and staff, some AAAs and developing centers have not been aware of the 3-year limit for “developing centers” to receive General Purpose funding or of the requirement for developing centers to submit an annual plan and progress report to their Area Agency on Aging. For this reason the Division of Aging and Adult Services is allowing Area Agencies on Aging to apply for a waiver to grant one additional year of General Purpose funding to a developing center that has reached the 3-year limit. This one year extension will allow additional time for the AAA to provide the developing center with technical assistance towards becoming either a satellite center or multi-purpose senior center by July 1, 2008. If the developing center does not qualify as a satellite center or a multi-purpose senior center by July 1, 2008 it will be taken off of the Division’s senior center directory and will be ineligible to receive General Purpose funding.

The Area Agencies on Aging may apply in writing to the Division of Aging and Adult Services for a one-year waiver effective July 1, 2007 to June 30, 2008. Waivers will be considered on a case-by-case basis. This is a one time exception that will not be allowed after FY 07-08. The Area Agency on Aging should submit their written waiver request to Leslee Breen at the Division no later than June 1, 2007.